

**PROCEEDINGS OF THE BROWN COUNTY**  
**PUBLIC SAFETY COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Public Safety Committee was held on Wednesday, June 6, 2018 at the Brown County Jail, 3030 Curry Lane, Green Bay, Wisconsin.

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**Present:** Chair Buckley, Supervisor Borchardt, Supervisor Gruszynski, Supervisor Nicholson, Supervisor Schadewald  
**Also Present:** Supervisor Tran, Sheriff Gossage, Security Lieutenant Scott Brisbane, Jail Lieutenant John Mitchell, Medical Examiner Director of Operations Barry Irmien, Emergency Management Director Jerad Preston, Public Safety Communications Director Cullen Peltier, Public Works Director Paul Fontecchio, Facility Manager John Morehouse, Bruce Wetzel, media.

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**I. Call meeting to order.**

The meeting was called to order by Chair Buckley at 4:01 pm.

**II. Approve/Modify Agenda.**

Motion made by Supervisor Nicholson, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of May 2, 2018.**

Motion made by Supervisor Nicholson, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

**1. Review Minutes of:**

- a. Local Emergency Planning Committee – LEPC (March 13, 2018 & May 8, 2018).

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Clerk of Courts**

**2. Director's Report.**

Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Emergency Management**

**3. Budget Status Financial Reports for March & April 2018-- Unaudited.**

Emergency Management Director Jerad Preston indicated his department is tracking right where they need to be with nothing unexpected.

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**4. Budget Adjustment Request (18-71): Any increase in expenses with an offsetting increase in revenue.**

Emergency Management was awarded a reimbursement grant from the Wisconsin Department of Military Affairs to help cover the cost of food for a recent Homeland Security – WEM/Dark Sky Training Exercise.

Motion made by Supervisor Nicholson, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**5. Director's Report.**

Preston reported on the Dark Sky exercise they held recently. About 75 people participated and they learned a lot and identified some issues they need to work on, particularly in the area of all local jurisdictions working together. Preston also reported they continue to work on getting the mitigation plan approved through FEMA. The plan was sent back by the feds with some questions and those questions have been answered and the plan has been sent back to FEMA for approval. Supervisor Schadewald asked that the questions that were asked as well as the answers that were provided be brought to the next meeting.

**Motion made by Supervisor Nicholson, seconded by Supervisor Borchardt to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Public Safety Communications**

**6. Budget Status Financial Reports for March & April 2018 – Unaudited.**

Public Safety Communications Director Cullen Peltier informed the budget looks good. There were a few small unexpected expenses related to some tower lights but those expenses will be covered by the department's general budget.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**7. Director's Report.**

Peltier informed they will be up to full staffing by June 18. The CAD vendor was onsite this week and everything is still on target for the go live on August 29. Peltier also noted there has been a contract signed by the Executive and the Clerk for the United States Postal Service to put some equipment on one of the tower sites. Once they received the signed version back from the USPS they can start collecting rent. The rental income will go back into the budget through a budget adjustment and will then hopefully be used to offset some expenses next year. Annual rent is expected to be approximately \$5,000 per year.

Peltier continued that they are replacing their uninterrupted power supply which is what keeps things operational in the event of a power outage. They are working with Facilities on this and hope to move the project, which was scheduled for September, up because the batteries are starting to fail a little bit. After the update is done they will be replacing the carpet.

**Motion made by Supervisor Nicholson, seconded by Supervisor Borchardt to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Medical Examiner**

**8. Budget Status Financial Report for April 2018 – Unaudited.**

Medical Examiner Director of Operations Barry informed the budget is looking fine and there have not been any problems or anything unexpected.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**9. Budget Adjustment Request (18-72): Reallocation between two or more departments, regardless of amount.**

Irmen informed the Medical Examiner's office needs a new vehicle, as investigators are currently using personal vehicles to respond to scenes in the three counties the office serves. This is having a significant budget impact in the area of mileage fees reimbursable to employees. It is also causing employee's personal vehicles, in some cases, to be

exposed to blood borne pathogens that the investigators are exposed to during death investigations. The lack of a standardized vehicle capable of response to some of the remote areas served is also compromising employee's personal vehicles. Funding for the vehicle will come from the County's contingency fund which has sufficient funding available to cover this purchase.

Schadewald said he understands the concern with the blood borne pathogens and supports the need for the vehicle and asked where it will be kept. Irmen responded the vehicle will be kept at the Medical Examiner's office and noted there may still be a need to pay mileage to employees occasionally in the event of simultaneous calls. Schadewald asked if there would be a possibility to share use of the vehicle with other departments to make it more cost effective. Irmen responded the vehicle would be for the exclusive use of the Medical Examiner's office because there is no way to predict when a death will occur so the vehicle needs to be available at all times. In addition, response time to Door and Oconto County is an issue and investigators have to get there as quickly as possible and need immediate access to the vehicle. Irmen also noted investigators are going to all the funeral homes in the three counties to do cremation examinations which would make it difficult to share the vehicle. He added that all equipment involved in the purchase is on state bid so they are getting the best price they can and although there is not a lot of negotiation in some of those items, they try to be as frugal as possible.

**Motion made by Supervisor Schadewald, seconded by Supervisor Nicholson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**10. 2018 Medical Examiner Activity Spreadsheet.**

Irmen referenced the spreadsheet contained in the agenda packet and noted the May numbers were quite similar to the April numbers. Total investigations are down a little and so are autopsies but cremations are up a little. Schadewald asked if the new forensic pathologist from Canada has started and Irmen stated she has and they are working on reducing the backlog in the office. They are making progress and they also have a recruiter working on finding someone for a fourth position. He noted it is very difficult to get a single doctor to go anywhere and begin a program.

**Motion made by Supervisor Schadewald, seconded by Supervisor Nicholson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**11. Medical Examiner's Report.**

Irmen reported that Brown County had 15 cases go to Dane County last month for forensic exams. Of those, 12 were back in less than 24 hours and one was back in less than 36 hours. Two took more than 36 hours; one for identification purposes and one for storage while family was located. Overall, for the three counties there were 20 cases sent to Dane County, 15 came back in less than 24 hours, 2 came back in less than 36 hours and there was one delay because the family thought their family member would be released to a funeral home in Dane County but then changed their mind.

**Motion made by Supervisor Schadewald, seconded by Supervisor Borchardt to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Sheriff**

**12. Budget Status Financial Report for April 2018 - Unaudited.**

Sheriff Gossage reported the Sheriff's Department is currently at 32.6% of the budget for expenses and 33.4% of the budget for revenue which is right where the numbers should be for this time of year.

Schadewald asked about overtime figures and Gossage responded that he will bring those figures to the next meeting, but he did say that overtime is going to be up due to the number of vacancies within the department. Currently there are 8 vacancies in corrections and 5 in the patrol division.

Motion made by Supervisor Nicholson, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

**13. Update on Jail Addition – *Standing item.***

Lt. Mitchell deferred to Item 16.

*No action taken.*

**14. Sheriff's Report.**

Gossage informed a boiler just went out in the work release center. Facilities is working on a backup plan and they are keeping an eye on this, but he wanted the Committee to be aware. He continued that there are currently 41 prisoners being shipped out to Oconto and Outagamie County. Those counties give the best rate and are closest in proximity which helps with the transportation costs. The jail has been doing a great job of monitoring the ebb and flow of people coming in and those going out of the jail. Gossage advised the new Supervisors that every day they send out a lock up list and indicated they may wish to have themselves added to the list.

Motion made by Supervisor Nicholson, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

**Communications**

**15. Communication from Supervisor Buckley re: Ask the Sheriff's Department as the lead agency in Brown County to host a meeting between law enforcement and school districts in Brown County to evaluate school security. *Referred to the Sheriff's Department for additional information.***

Chair Buckley informed this was brought back from the March meeting. What he is looking for is to make sure the Sheriff's Department is interacting with schools to have discussions regarding security as well as the possibility of armed deputies in schools. He noted the Green Bay school district is very much against this and asked Gossage if he has received any information from the schools the Sheriff's Department is primary at.

Gossage responded that they work with the Howard Suamico School District as well as Denmark and Wrightstown. His philosophy is to leave this up to the school districts to determine what their needs are. They are currently working with the schools and signing off on agreements for the grant dollars they are getting from the State to bolster their school security and get equipment they may need. In addition the Chief Deputy and Captain have been attending meetings with the Green Bay school district and one of his Captains stays in direct contact with the gentleman that is in charge of security at all schools in the City. Gossage understands Buckley wants him to sit down with the school districts and talk about having an armed presence and he feels when the school districts are done with classes there will be more time for administrative meetings. They will sit down with the schools and then follow-up with this Committee. Buckley said he wants to keep this in the forefront to be sure we are doing everything possible here in light of things going on around the country.

Supervisor Borchardt asked if it was the intention to have a community discussion regarding this or strictly an administrative discussion. She noted that Green Bay did two public discussions which were very well attended. Gossage responded that he will work with the school districts to see if it is their desire to have public discussions. He wants the school districts to be leading this so he will leave the decision regarding public meeting to them.

Supervisor Gruszynski said the Green Bay School District will be making their desires known very shortly. He appreciates Buckley's communication but feels it is up to the schools to decide what they want. Schadewald agreed that the schools need to lead this and let the County know what they want. He also said the Sheriff will need to have a clear understanding of what could potentially be offered and at what cost before any meetings are held. Schadewald also noted that the Sheriff's Department is already understaffed, not to mention the auxiliary costs that would be involved in something like this. He said the Sheriff needs to be communicating with the Committee and County Board on this and Gossage agreed and said he wants to send that message to the school districts as well. He feels it will not be difficult to come up with numbers, but noted it will be very expensive.

Schadewald feels the key to reducing these shooting incidents is to have people talking about it. He feels there should be a hotline or Crime Stoppers should be emphasizing that if someone feels there is any sort of threat, it can be reported anonymously. Borchardt said Crime Stoppers contact information is posted in all local high schools. Schadewald added that students at Bay Port have an app they can use to report situations. He also said there are states that fund 24/7 hotlines for things like cyber bullying, suicide, shootings, sexual harassment and other issues and he suggested that the State of Wisconsin look at this as well.

Buckley said he does not want to let this just sit without revisiting it to be sure the County is doing what they can from a public safety standpoint. If the schools decide not to accept help or collaboration, that is up to them.

**Motion made by Supervisor Nicholson, seconded by Supervisor Borchardt to hold until the next meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### Public Works

16. **Request for Proposal (RFP): Brown County Architectural/Engineering Services for Brown County Public Works (Jail Expansion & Medical Examiner's Office), Project #2236 – Request for Approval.**

Bruce Wetzel of the Concord Group, owner's rep for the jail expansion and Medical Examiners' Office project, referred to the RFP in the agenda packet. He said the document is pretty comprehensive in the scope of services and the intent is to have the document approved by the Committee and the County Board and then have it published in July. It is anticipated an award would come in late August.

Buckley questioned if there is enough square footage for what we are trying to accomplish. With regard to the jail, Wetzel said they intend to replicate two pods that already exist. They did a walk through of the Dane County Medical Examiner's Office and used information from that to come up with the square footage for the Brown County facility. He is confident what is being proposed will meet the needs of Brown County as well as Oconto and Door counties. With regard to a regional facility, Wetzel feels that is something that would need to be explored further. He said the Dane County facility is pretty extravagant, and they do not necessarily need that level of finish here, but they would need a code expert to say what can and cannot be used. Buckley said his understanding was that the Medical Examiner's Office would be built as a regional facility at some point and he does not want to have to come back in a year or two and have to build on. He just wants to be sure the appropriate square footage is there from the start.

Public Works Director Paul Fontecchio said right now the Concord Group is looking at preliminary estimates. A design consultant is needed to really dig into the needs and do the needs assessment for more accurate numbers. Irmen agreed and said it would be hard to say how many square feet and how many rooms are needed until someone can do a conceptual drawing. Then decisions can be made as to how to lay the space out and then look at what is absolutely needed to serve the counties we are serving now. Lt. John Mitchell said once an architect is on board they can talk more about the needs assessment. Gossage added that the design is already laid out which makes it a little bit easier.

Buckley continued that the dollar figure in the packet seems a little light and asked for clarification. Fontecchio said the figure is for construction only; it does not include design, construction oversight, Wetzel's fees and everything else that goes into the project.

Schadewald asked how the 64 is working and whether it is the most efficient and best use. He recalls that decision being made at the County Board on the spur of the moment. Mitchell said when you look at the amount of years the jail has been open and operating, with the number they have the building has been extremely safe for inmates and staff and it functions very well, including inmate management as well as the administrative management of the facility. They keep everyone safe and it functions very well. He continued that when this was planned a number of years ago, people were scared because there were not a lot of facilities that were going that big in direct supervision, but it turned out just fine.

Schadewald asked how the proposed expansion dovetails with the Huber facility downtown. Mitchell responded that part of the expansion takes this into consideration. Gossage added when they are able to maneuver inmates around they may be able to move the females into direct supervision which is like a large dormitory setting where inmates can come and go. There is one officer in the pod and it operates somewhat like a small city. There is currently not a direct

supervision pod for females. If they are able to move the females into a direct supervision pod, it would open up more indirect beds that would be available for those that need to be locked up in individual cells. Gossage said they did exhaustive research and looked at what would be best practice and with the capacity issues they are having, putting some of the inmates into the large dormitory style pods would open up room for those with more intense needs.

Schadewald said in looking back, they went from a downtown jail to the Curry Lane facility which seems to have worked out well. He wants to be sure that in the expansion process they take into consideration both the Curry Lane facility and the downtown facility. Gossage responded that they need the downtown facility for court holding, but with advances being made in things like SCRAM bracelets and alcohol monitoring devices, he feels some of the Huber functions could go away a little bit. The problem is that there are still some lock up inmates in the downtown facility so they still would need some place to place those inmates.

Buckley noted that in the past the Sheriff has been very good about keeping the Committee and the Board updated in this expansion process, but there never seems to be a lot of turnout to Public Safety Committee meetings, even when they are in the evening, to ask questions. He encouraged Committee members and Board members to read the minutes and call the Sheriff with any questions they have.

Borchardt asked how much information that was contained in the NIC study has been implemented into the expansion plans. Gossage responded they included everything with the exception of a few things in the female area. Mitchell said the model now is to go with something more like a library setting with a lot of glass where they are not actually locked down. The problem with that, according to Gossage, is that that area would not then be able to be dual purposed. Gossage also said the study indicated there should be more white noise and waterfall-type noise to make being in jail less stressful, but that is not something he subscribes too.

Gruszynski said the RFP is for two different buildings for two different departments and he understands the intent is to try to save costs, but he would like to have separation on the scope for both the jail expansion and the Medical Examiner's office. He feels when this moves on to the full County Board there will be very different opinions on those two buildings and very different levels of support. He finds it presumptuous to tie the two projects together as he sees them as very different projects.

Fontecchio responded that the way the RFP is written, consultants could bid on one project or the other, or both. The idea was that there may be some economic benefit to the County in that the projects are so close geographically, even though they are very different in scope and functionality. When they open the bids, there will be design architects with capabilities of designing the jail and others who have the capability of designing the Medical Examiner's office and there may be some that have the capabilities of designing both. Gruszynski agreed with the flexibility in the bids, but also, as a Supervisor, he feels he should have the flexibility to vote on one project or the other or both and he would still ask for separation.

Schadewald asked what exactly Gruszynski wanted to separate as the RFP is just a request for proposal and if there is separation, there would be the option to vote against any jail expansion. Gruszynski said that is what he wants. The process to separate the RFP was discussed, but it was noted that having it rewritten into two separate RFPs would delay this a month. Gruszynski understood that this would take another month, but reiterated he really disagreed with the way it is currently laid out in one document.

Wetzel pointed out the RFP for the owner's rep was issued as a joint project. Gruszynski said it was his assumption there would be separate RFPs for each building. The process for separating the RFP was discussed further and Schadewald suggested at this time we approve it as is, but if a vote at the County Board would pass to separate, then it could be separated out. Wetzel said they could definitely have it separated by the County Board meeting. Buckley said this was all brought forward at the last meeting and if such a change was desired, it would have been nice to know ahead of time, especially on a project of this magnitude. Gruszynski appreciated Buckley's comment but said in the past when there are different projects for different departments, there are different RFPs.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to send back to staff and have it brought back with ability for Supervisors to be able to vote on two RFPs. Vote taken. Aye: Gruszynski, Borchardt Nay: Buckley, Schadewald, Nicholson. MOTION FAILED 2 to 3**

Supervisor Nicholson questioned if we can just separate these right now. Wetzel said he would like to not delay this a month if possible to keep things moving along on track. Schadewald does not want to rush this and get something wrong. He would like to take the vote for separation now and then have it move forward to the County Board and direct staff to prepare two RFPs to be available at the County Board meeting.

Buckley understood Gruszynski being new to the Committee, but reiterated his earlier comments that this should have been brought up earlier so as not to waste anyone's time and delay the project.

**Motion made by Supervisor Schadewald to approve RFP as presented. No second, no vote taken.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Gruszynski to approve the RFP as presented and direct staff to prepare two separate RFPs for consideration at the County Board meeting. Vote taken. Ayes: Schadewald, Gruszynski, Borchardt, Nicholson Nay: Buckley MOTION CARRIED 4 to 1**

Schadewald suggested that Committee members start educating other Board members on these projects and encourage them to ask any questions they have regarding these projects, future plans, staffing needs, etc. He would like to see these discussions take place ahead of time, instead of waiting until the time of the final vote. Gossage said all of that information was contained in the NIC study which is on the Sheriff's website. Buckley suggested Gossage e-mail the NIC study to the Committee members and Gossage said he could definitely do that. Buckley also suggested that if there are any specific questions the Committee members have or feel the entire County Board would have, that those be asked sooner rather than later so the Sheriff can be prepared and not have to come back a month later with the information.

Gruszynski said one of the questions he gets asked frequently with regard to the jail is what the increases look like over the last 5 – 10 years and how the populations of prisoners breaks down into different categories such as males verses females, how many are waiting for trial, etc. Gossage indicated that all of that information is contained in the daily update that is e-mailed out. Gruszynski said the overarching question is whether the pods need to be built or not. Gossage responded that that was answered in the NIC study. They brought the experts in to give an independent review and their recommendation was that the pods are needed and probably should have been built quite some time ago. Gossage said he is always available to provide information and answer any questions the Committee or Board may have.

Jail Security Lieutenant Scott Brisbane referred to earlier comments regarding size and what the right number is. He said 62 is the right number when talking about classification. Classification is what runs the jail and governs where people are put. Sixty two inmates who are classified as minimum or medium in that setting works and it has worked very well with one officer. When there starts to be more inmates, it is harder to classify and separate them per their classifications so the result is inmates classified as maximum and medium being housed together. In a proper jail setting, those classifications should be separate, but because of the over population that the jail deals with on a daily basis, they are having to group people together who should not be together and that is a problem from a safety and security standpoint. That is why the jail needs to be expanded; so there is more area to triage and more area to separate people who should be separated, for the welfare, security and safety of the inmates and the staff. Schadewald said before we get too far into this process, the County Board should have their day to go through what they think is going to happen. This is one of the bigger decisions and the debate and discussion should be held. It cannot be assumed that the people voting on the project understand the entire operation and process and procedure. Buckley suggested dedicating the August Public Safety meeting to education about the jail project and then allowing the debate and discussion to take place. Borchardt said that is a great idea and feels Supervisors should be attending all Committee meetings so they know what is going on. She feels it is the responsibility of the Sheriff's Department to educate the Board on all of this. Buckley said each year the Public Safety Committee is required to hold one meeting at the jail and that meeting is a good opportunity for Supervisors to ask questions to get an understanding. In addition, Supervisors can always call department heads to have questions answered. He understands there are new people on the Committee but it is hard for staff to know what new Supervisors do not know. Borchardt said the education piece also applies to the greater public in addition to Supervisors.

Nicholson said the tour following this meeting is a good opportunity to bring new Committee members up to speed and show them the operation from the bottom up. Buckley agreed and said the tour is a great opportunity for those

that are here to learn about the operations but once we get to the Board floor, there are other Supervisors who want to ask the same questions. Buckley feels another presentation should probably be given by the Sheriff and his staff to provide updates to the last several presentations and answer any questions Supervisors have and get into the nuts and bolts of the operations. He would like other Supervisors to attend a meeting dedicated to education to alleviate excessive discussion on the Board floor. Schadewald agreed that a meeting dedicated to education was a good idea.

Other

**17. Audit of bills.**

Motion made by Supervisor Gruszynski, seconded by Supervisor Schadewald to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

**18. Such other matters as authorized by law. None.**

**19. Adjourn.**

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to adjourn at 5:22 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio  
Administrative Specialist